Members Present: Angela Echeverri, Georgia Estrada, Abdo Malki, Said Pazirandeh, Maury Pearl, Mike Reynolds, Jan Silver, Ed Zayas, Suzanne Ritcheson (for the absent Michong Park)

Guest: Alfred Romulo

Meeting called to order by Co-Chair Jan Silver at 1:37 PM

1. Approval of the Minutes from September 8, 2008 with corrections below

   - Page 2, top of page, second bullet should read, "Categorizing, ranking and scoring of the requests for funds by the committee"
   - Page 2, paragraph starting with "More specific," final sentence should read "Alma Johnson-Hawkins will work with Jan Silver to draft an email as well as possible questions to ask the chairs."
   - Page 2, bottom of page, at Agenda Priorities, should read "Department Chairs will be invited for assessment review in front of the committee at 1:45 and 2:15 PM."
   - Page 3, second paragraph, Romelo should be spelled Romulo.

   Pazirandeh/Echeverri Approved by voice vote

2. Task Force Reports

   - Faculty Hiring Prioritization - Echeverri said that she had announced in the Academic Senate the need for the Faculty Hiring Committee to reconvene and draft a new list even if there are no new full-time positions currently on the horizon.

   - Unit Assessment Review - to be covered under item 4 below

   - Student Learning Outcomes - Pat Flood submitted her report in writing which was read to the committee by Jan Silver. It stated:

     Pat Flood is working with Maury Pearl and Nick Minassian to design an online SLO instrument similar to the online Unit Assessment form. This will simplify collecting and reporting SLO and assessment information and will help meet accreditation Eligibility Requirement 19 which states that the “institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes.” Deborah Paulsen is assisting with management and coordination of student learning outcomes and assessments. All faculty have been reminded that course syllabi must have SLOs. This semester we are especially concentrating on SLO
assessment. The Flex Day segment on Program SLOs was very productive, and the handwritten worksheets submitted that day have been typed and are being distributed to department chairs for further discussion and refinement.

- **Accreditation** - Echeverri reports that Gary Colombo (from the District) emphasized the need for Mission College to correct, not to simply address, all concerns of the Accreditation Commission (AC). She stated, and Johnson-Hawkins emphasized, that the 2-year rule dictates that institutions may suffer severe penalties, from probation (e.g. Southwest) to even worse if deficiencies are not corrected.

  Echeverri pointed out that the AC is focused on shared governance and its assessment; the full implementation of SLO's; and the integration of budgeting, planning and assessment. Southwest is in trouble because non-instructional units had yet to be evaluated. This must be completed as soon as possible.

  Johnson-Hawkins also noted that the college must also continue to address all of the concerns raised in the initial report. Collegiality must be included.

  Echeverri indicated that other shared governance committees have not met as regularly as this committee and this should be addressed. Silver noted that the chairs of the shared governance committees will now start meeting as a whole prior to College Council. She also stated that the AC will be looking for linkage between planning and budgeting.

  Pazirandeh suggested we examine how other colleges perform this linkage.

  Pearl indicated that the Budget Committee has examined the processes at Pasadena and Valley. He revealed the use of an annual calendar cycle to coordinate budget and planning.

- **Basic Skills Initiative** - Alfred Romulo gave a brief report of the status of the Basic Skills Initiative and it funding/budget. The Basic Skills Committee (BSC) will be meeting on Wed. 9/17 to develop a process for allocating funds this year. There is $210, 393 remaining from last year. Romulo emphasized the requirement to allocate the funds in congruence with the matrices established by the BSC last year. He suggested the use of the La Guardia model in which resources are used to incorporate basic skills into the instructional process itself.

  Johnson-Hawkins repeatedly stated the importance of the initiative to be comprehensive in nature and not just a grab bag of funds for disciplines to access. Pazirandeh mentioned that his perception was that this initiative was limited to English, ESL and Math. Romulo responded that this is not true and he will make efforts to let faculty know about the purpose of these funds.
Pearl inquired as to whether the unit assessments should be employed in determining how these funds should be allocated. Johnson-Hawkins and Romulo stated that the "process" will be discussed in the meeting this week. Echeverri will be attending the meeting and will be able to report back to EPC.

- **Program Viability - Department Reorganization** - Members of the E-Board and a Task Force from EPC will be reviewing the process for department reorganization and will return with a proposal to EPC for possible consideration by the Academic Senate.

3. **CTE Program Innovation Fund** - The deadline for application for the funds is Oct. 3. Echeverri stated that there appears to be a significant group of candidates.

4. **Unit Assessment Review** - The committee reviewed the proposed questions that will be asked of the chairs when they come in to meet the committee. Estrada suggested that some inquiry be linked to the college goals or mission statement. Pazirandeh suggested that proposed Question #3 be split into two questions:

   #3 "Discuss and comment on your unit planning."

   #4 "Discuss how your unit planning is reflected in the goals and mission statement of the college."

There was significant discussion, stimulated by questions from Pearl, about how the Budget Committee should handle the fact that not all units will be fully evaluated by the EPC by the time budget planning commences in earnest in January. It was agreed that unit-based fixed costs would not be affected by this current round of assessment. However, costs for growth or new program development will be taken into account.

Johnson-Hawkins will send an e-mail to department chairs this week describing the process of the meeting with EPC and their scheduled date. The following week she will provide the questions agreed upon by the committee.

Meeting Adjourned 3:35 PM